

Grant Application Requirements

- I. The completed grant application must be postmarked no later than March 31, 2010.
- II. Mail the application and supporting documents to:
CHAT, Inc.
Post Office Box 2538
Columbia, South Carolina 29202
- III. **Cover letter** -no more than one page typed, single spaced (10 points*)
 - a. Name of church/organization
 - b. Amount requested from CHAT, Inc.
 - c. Brief Summary to include:
 - 1) Relevance of the service
 - 2) Target population to be served
 - 3) How services will be delivered
 - 4) Impact of services on the community
- IV. **Grant Application Summary Form** (5 points*)
- V. **Service Description** -no more than two pages doubled spaced (15 points*)
 - a. Goals and Objectives
 - b. Description of the service
 - c. Impact of the service on the community (target population and number)
 - d. Collaboration with other programs/ministries
 - e. Duration of the service
 - f. Location (where the service will be provided)
- VI. **Budget Form** (10 points*)
- VII. **Supporting Documents** (10 points*)
 - a. Brief history of organization
 - b. Listing of Volunteers/paid staff
 - c. Qualifications and experience of key personnel
 - d. Funding history of program
 - e. Documentation of tax-exempt status
- VIII. **Final Report** – no more than one page, single spaced must be received by November 30, 2010 in order to be eligible for future funding.
 - a. Number of target population served
 - b. How were services received
 - c. Impact on the community

Please direct any questions regarding the application process to:

Flora Brooks Boyd

803.312.5199

ffb4577@aol.com